

Multistate Tax Commission



Position Announcement – Website Content Manager

The Multistate Tax Commission announces a search for candidates to fill the position of Website Content Manager. The Commission (a government agency of the states) administers the Multistate Tax Compact with 20 full-member states, 5 sovereignty member states, 19 associate member states and 3 project member states. The following is a description of the position and application procedures.

Position: Website Content Manager

The Website Content Manager is responsible for updating the MTC website content and refining its design and functionality, and for managing the development and maintenance of the Commission's website, online event-related processes, and content publication process. The Website Content Manager also handles the website "help desk," responding to user inquiries and requests for assistance.

Location: The Multistate Tax Commission, 444 North Capitol Street, N.W., Suite 425, Washington, D.C.

Minimum Qualifications and Experience Required:

Strong computer and Internet technology, writing, and proofreading skills.

Strong customer service orientation and troubleshooting abilities.

Technically adept in web tools and technology, and understand web usability issues.

Experience in HTML and CSS helpful.

Experience with website usage tracking technologies.

Familiarity with Network & Systems Administration.

A working knowledge of Microsoft Office XP, Dreamweaver, and image editing and manipulation software such as Photoshop, Illustrator, and InDesign desirable.

Experience with Ektron CMS 400.net software is preferred.

Compensation: \$42,500 to \$57,500

Moving Allowance: None.

Start Date: As soon as possible for the successful applicant.

Application Closing Date: The Commission will consider all applications received on or before September 8, 2006. However, applications may be submitted at any time before the position is filled.

Method of Application: Submission of a letter of interest, resume, and the names, addresses, and telephone numbers of three references to the Multistate Tax Commission, 444 North Capitol Street, N.W., Suite 425, Washington, D.C. 20001-1538.

Further Information: Contact William J. Six, Administrative Officer, Multistate Tax Commission, 444 North Capitol St., N.W., Suite 425, Washington, D.C. 2001-1538. Telephone (202) 624-8699. E-mail wsix@mtc.gov